



**Item:** Reappointment, Business Improvement District Board of Trustees

**From:** City Manager's Office

**Initiated By:** City Commission

**Presented By:** City Commission

**Action Requested:** Reappoint Kris Harrison to the Business Improvement District Board of Trustees to a four-year term through June 30, 2017.

---

**Suggested Motion:**

1. Commissioner moves:

“I move that the City Commission reappoint Kris Harrison to the Business Improvement District Board of Trustees to a four-year term expiring June 30, 2017.”

2. Mayor calls for a second, discussion, public comment, and calls the vote.

---

**Staff Recommendation:** It is recommended that the City Commission reappoint Kris Harrison to the Business Improvement District Board of Trustees to a four-year term expiring June 30, 2017.

**Background:** Kris Harrison was appointed to the Business Improvement District Board in May of 2012 to fill the remainder of a four-year term through June 30, 2013. Ms. Harrison is eligible for and interested in reappointment.

Purpose

The Business Improvement District Board of Trustees consists of seven members appointed by the City Commission. Members must be owners of property within the boundaries of the Business Improvement District or their personal representative, agent, or guardian (MCA§7-12-1121). The B.I.D. oversees the functions, operations, management and administration as necessary to carry out the purposes and objectives of the Business Improvement District.

Continuing members of this board are:

Andrew Ferrin  
Garry Hackett  
Rebecca Hughes  
Travis Neil  
Sheila Rice  
George Wheeler

**Concurrences:** At its May 9, 2013, meeting, the Business Improvement District Board recommended Kris Harrison be reappointed.

**Fiscal Impact:** Not applicable.

**Alternatives:** Seek alternative citizen interest.

**Attachments/Exhibits:** May 9, 2013, BID Board meeting minutes

**Minutes**  
**Business Improvement District**  
**May 9, 2013**

**Board Present:** Andrew Ferrin, Garry Hackett, George Wheeler, Kris Harrison, Travis Neil, Rebecca Hughes, Sheila Rice (via telephone)  
**Staff Present:** Joan Redeen  
**Guests Present:** Alison Fried, Dean Boyle

- I. **Call to order:** Andy called the meeting to order at 9:00am.
- II. **Guests:** Joan introduced Dean Boyle; he is the BID's insurance agent since this time last year. Dean noted that he is on the board of the Rotary club and they recently voted to contribute \$500 for the 1<sup>st</sup> Ave N underpass mural project. Dean informed the board that he has been reviewing our insurance policies and trying to find the best fit for the BID, to be sure we have proper coverage. He is working on getting certificates of insurance from the tenants in the Johnson. He recommends acquiring a policy on the Johnson that will cover the BID's interest in the building; it would provide \$400K in coverage for about \$900 a year.

**Johnson Hotel:** This agenda item was moved to accommodate Dean's presence during the discussion. Joan informed the Board that there have been a few plumbing issues in the past two weeks. The toilet has backed up and flooded the restrooms and janitorial closet. The plumber discovered that the plug was due to hand towels being stuffed in the toilet. Discussion followed on possible causes and possible solutions (locking the restrooms). The plumber has advised if it occurs again to get a camera in the pipes to see if the problem is on another floor. Dean informed the Board that the BID's current policies do not cover sewer & water issues. Joan added that she has received a plumbing bill for \$250 and a bill from Service Master for \$930; additional bills are expected from the plumber and Service Master for the carpet cleaning. The Board instructed Joan to get a camera in the pipes now to see what's going on.

Joan reported that the construction of the additional office spaces is complete. We now have two additional incubator spaces available to rent. Travis provided Joan with the square footage of the new space and George is working on a new schematic. KFBB ran a bit on the incubator; Joan continues to yield inquiries but no one seems to be ready to rent space yet.

Joan informed the Board that KDS Networks, a new tenant in the incubator, has requested permission to bring their dog to work. The Board determined that there should be no dogs on the 3<sup>rd</sup> floor as they wish to maintain a professional environment.

- III. **BID Board:** Joan noted that Kris Harrison's term on the BID Board is due to expire on June 30, 2013. Kris has the option to renew for a four-year term that would expire on 6/30/17, if she chooses to renew and if the Board would like her to remain on the board. Kris noted that she would like to renew. The Board noted that they would like her to continue. Joan will inform the City.

- IV. **Approval of minutes from 4-11-13 meeting:** George motioned to approve the minutes from the 4/11/13 meeting as presented. Becky seconded. **Motion passed unanimously.**

V. **Financials:**

**Monthly Financials:** No financials were prepared for the Board to review and approve yet, as the bank statement just arrived.

**Budget 2013-2014:** Joan reminded the Board that a draft of the budget was provided last month. Sheila had requested a spreadsheet that reflects actual plus a projection to the end of the year. That spreadsheet was emailed to Sheila. Joan informed the Board that the budget will need to be approved no later than the June 13<sup>th</sup> board meeting as it is due to the City by the end of June.

VI. **Grant Programs:**

**CTEP:** The Board discussed their recent walking tour of the BID, taken with Andrew Finch and Galen May from the City. Recommendations were sent by Sheila, Travis and Andy. The Board

agreed on the priorities working in a west to east manner on the South side between Central Avenue and 1<sup>st</sup> Ave South from 2<sup>nd</sup> Street up to 7<sup>th</sup> Street. Garry recommended that the 300 block of 1<sup>st</sup> Ave South be included in the priorities as well. Joan will draft priorities and send to the board for final approval before submitting them to the City. Discussion followed on the BID's match for CTEP funds. The City has suggested that the CTEP be increased from its current value of approximately \$250K to become a \$500K project. Garry motioned that the BID increase CTEP funding to \$67,100 total. Kris seconded. **Motion passed unanimously.**

**Residential Grant Criteria:** Joan inquired about the stipulation "Once the grant is approved you may begin the work." This clause was removed from our other grant programs. The Board wants that clause to remain in the residential grant. George motioned to approve the residential grant criteria as presented. Travis seconded. **Motion passed unanimously.** Joan was instructed to update the website and remove the stipulation on the website that the grant was closed; the grant is now open and the Board will accept applications.

**Sidewalk Grant proposal:** Joan noted that no changes were made to this proposed new grant program since last month's meeting. In reviewing the grant for final approval it was noted that "building permits" should be changed to "any permits" and removal of "photo of building" to "photo of current conditions". Garry motioned to approve the Sidewalk Grant with noted corrections. Travis seconded. **Motion passed unanimously.**

**Outdoor Grant proposal:** Joan noted that no changes were made to this proposed new grant program since last month's meeting. In reviewing the grant for final approval it was noted that "outdoor sidewalk space" be changed to "outdoor space"; "floor plan renderings" to "renderings"; and removal of "photo of building" to "photo of current conditions". Garry motioned to approve the Outdoor Living Grant with noted corrections. Becky seconded. **Motion passed unanimously.**

**Grant Application:** Joan reported that an interior grant application was emailed to the Board yesterday for Big Sky Bread & Pastry. Their initial estimate for electrical, flooring, cabinets and building a wall is \$8,391. If approved they would be eligible for a maximum of \$2,517.30. Garry inquired if the Downtown Doghouse had ever received any grant funds. Joan reported that the Doghouse never submitted for any of our grant programs. Joan reported that they've also submitted a Business Incentive Grant application. They have signed a three-year grant and their monthly rent is \$1,100. Sheila motioned to approve an interior grant for Big Sky Bread & Pastry for a maximum payout of \$2,517.30. George seconded. **Motion passed unanimously.** Sheila motioned to approve a Business Incentive Grant for Big Sky Bread & Pastry for \$1,100. George seconded. **Motion passed unanimously.**

## VII. Old Business:

**Beautification: 1<sup>st</sup> Ave N Underpass:** Joan reported that Hotsy has completed the power washing. Joan noted that two vehicle owners call MDT to report issues after driving by so there may be claims with Hotsy's insurance. McGurran Painting is going to be priming the wall beginning today. We have four artists employed and they are scheduled to begin painting on Sunday, May 19<sup>th</sup>. Joan added that Johnson Madison is providing a shed for the artists again. Joan continues to work on approval for hanging a banner. BNSF provided the contact for approval. Bid for a 4x24 banner came in as low as \$384 from Double G. Joan added that last year we did pay the artist for the design so that the BID clearly owns the work. The Board approved payment for the artists for this year's mural; payment will be made to the artists involved in the next fiscal year. Discussion was held on applying the anti-graffiti coatings when the painting is complete. Joan informed the board that the mural on the back of Amazing Toys is in the process and should be completed within the next week. The property owner is funding half of the project; the BID is funding the remaining half.

**Bike Racks:** Joan showed the board the new bike rack design, created by the CMR High School welding class. The high school currently has nine (9) of our bike racks to retrofit with this new design. They will complete those before the end of the year and do the remaining bike racks for us next fall.

**Flowers:** Joan reported that Tilleraas Landscape should have the flowers out by the last week of May.

**Holiday Décor:** Joan has created a committee that consists of Andy, Kathy Jutras from DGFA's board and owner of In Cahoots for Tea, and Steve Jonas who installs our décor. Meetings will be scheduled on Monday mornings.

**MApril:** MApril event happened on April 27<sup>th</sup> and the second Saturday was re-scheduled for May 18<sup>th</sup>. A group of about 20 junior class members from CMR are meeting at the BID office the morning of the 18<sup>th</sup> at 9am. Joan continues to work on trying to get additional youth.

**Roberts Park Playground:** Joan reported that the property owner has made an additional contribution of about \$2,500 to the project. No additional fundraising has been done yet; they still plan to hold a dodge ball tournament.

**TSB 2013:** Joan reported that voting on this year's submissions has taken place. There are eight (8) finalists that will be interviewed next Monday; MDT will be present for the interview process. Discussion was held on this year's selected finalists and possible copyright issues.

**Downtown Great Falls Association: Team Trolley:** Joan reported that DGFA is officially the owner of the trolley, the sale closed. Team Trolley meets the first Wednesday of each month in the BID office at 10am. Joan informed the Board of investment options in the trolley.

**Downtown Partnership:** Joan reported that the Downtown Access Study is complete and was forwarded via email to the Board yesterday.

**Downtown Safety Alliance:** Joan reported that the Downtown Safety Plan was formally endorsed by the Downtown Partnership. A letter will be written to Chief Bowen expressing the BID's thanks for the BRIC officer.

**Johnson Hotel:** Reported on above.

**Parking Commission:** Joan reported that the Parking Commission is printing additional *Shop Til You Drop* cards. These cards are in local hotels and given to guests in the hotel so they don't have to pay for parking while downtown. In 2011, the BID funded the original printing of 1,000 with the City, DGFA and the Hoteliers Association. At that time the BID paid \$250. This current printing of an additional 1,000 is being split among the same entities and we will receive a bill of about \$75. Joan noted that the parking commission still has one opening.

**Personnel:** Joan reported that she will be out of the office next week, Wednesday, Thursday and Friday (5/15-5/17).

**Work Plan 2013-2014:** Joan reminded the Board that a draft of the work plan was provided last month. She informed the Board that the work plan will need to be approved no later than the June 13<sup>th</sup> board meeting as it is due to the City by the end of June.

VIII. **New Business:** No new business at this time.

IX. **Public Comment:** No public comment at this time.

X. **Adjournment:** Meeting adjourned at 11:07am.

Andy Ferrin, Chair

Joan Redeen, Staff

\_\_\_\_\_  
Date: \_\_\_\_\_

\_\_\_\_\_  
Date: \_\_\_\_\_